



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, शुक्रवार, २५ मार्च, १९६६/४ चैत्र, १८८८

GOVERNMENT OF HIMACHAL PRADESH

PUBLIC RELATIONS AND TOURISM DEPARTMENT

NOTIFICATION

Simla-4, the 19th March, 1966

No. 22-229/59-Pub.—In exercise of the powers delegated by the President under proviso to Article 309 of the Constitution, vide Government of India, Ministry of Home Affairs, notification No. F. 27/59-Him-(i), dated July 13, 1959, the Administrator (Lieutenant Governor), Himachal Pradesh, is pleased to make the following rules in respect of Himachal Pradesh Public Relations and Tourism Department Class III Non-Ministerial (Non-gazetted) service in regard to the following matters, namely:

- (i) the method of recruitment to posts in the service;
- (ii) the qualifications necessary for appointment to posts in the service; and
- (iii) the conditions of service of persons appointed to such posts in the service for purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART I—GENERAL

1. Short title and commencement.—(a) These rules may be called the Himachal Pradesh Public Relations and Tourism Department Class III Non-Ministerial (Non-gazetted) Service (Recruitment, Promotion and Certain Conditions of Service) Rules, 1966.

(b) These rules shall come into force from the date of publication of the notification in the Official Gazette.

2. *Definitions*.—In these rules, unless there is anything repugnant in the subject or context:

- (a) “recognised University” means any University incorporated by law in India;
- (b) “the service” means the Himachal Pradesh, Department of Public Relations and Tourism, Class III non-ministerial (non-gazetted) service;
- (c) “Head of Department” means the Director of Public Relations and Tourism, Himachal Pradesh;
- (d) “direct appointment” means an appointment made otherwise than by promotion from amongst the members of the service or by transfer of any official already in the service of the Government or of the Union;
- (e) “Government” means the Himachal Pradesh Government;
- (f) “Lieutenant Governor” means the Lieutenant Governor, Himachal Pradesh;
- (g) “member” means a member of the service;
- (h) “Scheduled Castes” means the Castes, Races or Tribes or parts of or groups within Castes, Races or Tribes specified in the Schedule to the Constitution (Scheduled Castes) (Union Territories) Order, 1951, as amended by part V of Schedule II read with sub-section (2) of section 3 of Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956 (63 of 1956);
- (i) “Scheduled Tribes” means the Tribes or Tribal communities or parts of or groups within Tribes or Tribal communities specified in Schedule to the Constitution (Scheduled Tribes) (Union Territories) Order, 1951, as amended by part IV of Schedule IV read with sub-section (2) of section 4 of the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956 (63 of 1956);
- (j) “Departmental Promotion Committee” means a committee constituted by the Government to recommend existing official of the service for promotion to a higher grade or class of posts or to recommend candidates for appointment to the service by transfer or direct appointment.

PART II—RECRUITMENT TO SERVICE

3. *Cadre of service*.—The service shall comprise of the categories of posts of each grade as shown in the Appendix ‘A’ to these Rules, or as may be revised by the Government from time to time.

4. *Authority empowered to make appointments*.—All appointments to posts in the service shall be made by the Head of Department or any authority declared as such by the Lieutenant Governor on the recommendations of the Departmental Promotion Committee.

5. *Nationality, eligibility and age etc.*—(1) A candidate for appointment to any post in the service must be:

- (a) a citizen of India; and
- (b) (i) who or whose father has been continuously residing in Himachal Pradesh for not less than three years immediately preceding the last date fixed for making applications for appoint-

ment to a post; or

- (ii) whose father, if dead, continuously resided in Himachal Pradesh for a period of not less than three years immediately preceding his death and who had, after the death of his father, continued to reside in Himachal Pradesh upto the last date fixed for making applications for appointment to a post:

Provided that any period of temporary absence from Himachal Pradesh for the purpose of prosecuting his studies or for undergoing medical treatment or any period of such temporary absence not exceeding three months for any other reasons, shall not be deemed to constitute a break in the continuity of such residence, but for the purpose of calculating the said period of three years any such period of temporary absence shall be excluded; and

- (iii) who produces before the appointing authority concerned if so required by it, a certificate of eligibility granted under rule 4 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959:

Provided further that in case the Lieutenant Governor, in any exceptional case and for reasons to be recorded in writing relaxes the provisions of sub-rule (i) of this rule, in exercise of his discretion under rule 5 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959, a candidate for appointment to any post in the service must be:—

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he belongs to category (c) or (d) he must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview and he may also provisionally be appointed subject to the necessary certificates being given to him by the competent authority; and

- (2) Unless he is already in Government service, he must produce:

- (i) a certificate of good moral character from the Principal Academic Officer of his University, College, School or the Head of his educational or technical institution last attended;
- (ii) certificates of good moral character from two responsible persons, not being his relatives, who are well acquainted with him in private life and unconnected with his University, College, School or other educational or technical institution;
- (iii) a medical certificate as required by rule 10 of Fundamental Rules and rules 3 and 4 of Supplementary Rules;
- (iv) a declaration to the effect that he has not more than one living wife:

- (a) no person who has more than one wife living or who having a spouse living, marries in any case which such marriage is

void by reason of its taking place during the life time of such spouse shall be eligible for appointment to the service;

(v) in case of a female Government servant a declaration to the effect that she has not married, a person having already a living wife:

(a) no women whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of rules in clauses (iv) and (v) above, unless he is already in Government service must not be less than 18 years and more than 25 years of age as on the date of his appointment:

Provided further that minimum and maximum age limits as prescribed may be relaxed in pursuance of the instructions laid down in Government of India, Ministry of Home Affairs office memorandum No. 4/7/56-RPS., dated November 30, 1956 and of administrative instructions given in Appendix III of the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules, Volume II:

Provided further that the maximum age limit may be relaxed in the case of Scheduled Castes/Tribes candidates, displaced persons and other special categories in accordance with the orders issued by the Government of India from time to time.

6. *Educational and technical qualifications of candidates.*—No person shall be directly appointed to the service unless in the case of appointment to the post of:

1. *District Public Relations Officers:*

(i) A degree of a recognised University.

(ii) Three years' experience of journalism in a daily newspaper/news agency/publicity post under Government or of writing frequently in newspapers/journals of standing.

2. *Art Executive:*

(i) Diploma in Arts from a recognised institution.

(ii) Five years' experience of art work, with high proficiency in designing posters, lay-out models and exhibitions.

3. *Senior Cameraman:*

(i) Matric.

(ii) Seven years' experience as motion picture cameraman and ten years' experience in still photography.

4. *Chief Organiser, Radio Rural Forum:*

(i) A degree of a recognised University.

(ii) Three years' experience of journalism in a daily newspaper/news agency/publicity post under Government.

(iii) Background of rural life in Himachal Pradesh or of writing frequently in newspapers/journals of standing.

5. *Senior Photographer:*

(i) Matric.

(ii) Five years' experience in still photography and three years' experience in motion picture photography.

6. *Radio Engineer:*

(i) B. Sc. with physics or F. Sc. with electronics as a special subject.

(ii) Seven years' experience of radio repairs.

7. *Drama Supervisor:*
 - (i) Graduate of a recognised University, with histrionic talent and with five years' experience in script writing and production of dramas.
 - (ii) Proficiency in stage management.
8. *Exhibition Assistant:*
 - (i) Graduate of a recognised University.
 - (ii) Artistic bent of mind.
 - (iii) Ability to lay-out exhibitions.
9. *Sub-Editors:*
 - (i) Graduate of a recognised University.
 - (ii) Two years' experience in journalism, in a newspaper or in a Government Publicity Organisation or of writing in newspapers/journals of standing.
10. *Assistant Public Relations Officers:*
 - (i) Graduate of a recognised University.
 - (ii) Two years' experience in journalism in a newspaper/journal or in a Government Publicity Organisation or of writing in a newspaper/journal of standing.
11. *Article Writer:*
 - (i) Degree of a recognised University.
 - (ii) Two years' experience of writing of articles in English and Hindi in newspapers of standing or two years' experience of editing in some newspaper/journals of standing.
12. *Librarian:*
 - (i) Matric with certificate course in Library science of a recognised institution or three years' experience in a reputed library.
13. *Junior Cameraman:*
 - (i) Matric.
 - (ii) Three years' experience in cinematography and dark-room work.
14. *Reception Officer:*
 - (i) Graduate of a recognised University.
 - (ii) Familiarity with places of tourist interest in Himachal Pradesh.
 - (iii) Pleasant conversationalist.
15. *Sales Manager:*
 - (i) Graduate of a recognised University.
 - (ii) Five years' experience in printing and publishing work.
16. *Art Assistant:*
 - (i) Diploma in commercial arts from a recognised institution.
 - (ii) Proficiency in preparing charts and graphs for exhibitions.
 - (iii) Two years' experience in Publicity Organisation or in a reputed commercial concern.
17. *Technical Adviser:*
 - (i) Matric with licence in cinematography.
 - (ii) Experience of about five years of repairing of cinema equipment and generators.
18. *Junior Photographer:*
 - (i) Matric.
 - (ii) Three years' experience in photography and dark-room work.
19. *Drama Inspectors:*
 - (i) Matric.
 - (ii) Two years' experience in directing and producing dramas.
 - (iii) Should be able to write drama scripts.
20. *Assistant Radio Engineers:*
 - (i) Matric.

- (ii) Diploma holder as a radio mechanic from a recognised institution.
- (iii) Five years' experience in radio repairs in a Government organisation or in a concern of repute.
21. *Projector Operators:*
 - (i) Matric.
 - (ii) Certificate of competency under cinematography rules.
 - (iii) Knowledge of repairs of generators and 16 mm. projectors.
22. *Projector Operator-cum-Driver:*
 - (i) Matric.
 - (ii) Certificate of competency under cinematography rules.
 - (iii) Driving licence.
23. *Radio Mechanics:*
 - (i) Matric.
 - (ii) Diploma or certificate in trade of radio servicing and repairs from a recognised institution.
24. *Guide:*
 - (i) Matric.
 - (ii) Good knowledge of tourist places in Himachal Pradesh and a good conversationalist in English and Hindi.
25. *Drivers:*
 - (i) Literate.
 - (ii) Holder of heavy and light transport driving licence.
 - (iii) Three years' experience in driving.
26. *Cinema Operators:*
 - (i) Middle standard.
 - (ii) Three years' experience of exhibiting films and operating projectors and generators.
 - (iii) Experience in conducting running repairs of cinema equipment and generators.
27. *Stage Master:*
 - (i) Middle standard.
 - (ii) Should have knowledge of stage setting for various types of dramas.
28. *Actors (Male and female):*
 - (i) Middle standard.
 - (ii) Should have experience of at least two years' of acting in dramas with knowledge of music and dance.
29. *Harmonium Master:*
 - (i) Middle standard.
 - (ii) Should be able to play on harmonium and other musical instruments.
 - (iii) Should have knowledge of Himachal music.
 - (iv) Three years' experience of working with some dramatic club.
30. *Tabalchi:*
 - (i) Literate.
 - (ii) Should be able to play very well on Tabla to the accompaniment of harmonium and other musical instruments.
31. *Gestetner Attendant:*
 - (i) Middle standard.
 - (ii) Knowledge of handling a duplicating machine:

Provided that the qualifications, experience etc., prescribed for the posts may be relaxed in special circumstances by the Lieutenant Governor.

7. *Method of recruitment.*—Posts in the service shall be filled either by promotion of the members of the service or members of the ministerial (non-gazetted) service of the Department of Public Relations and Tourism of

Himachal Pradesh or by transfer or deputation of a person already in Government service or by direct appointment in the following manner:

1. *District Public Relations Officer*.—By selection from amongst the following categories of posts according to the quota indicated against each:

<i>Description of posts</i>	<i>Quota prescribed</i>
(i) Exhibition Assistant (one post) Rs. 250-10-350	20%
(ii) Assistant Public Relations Officers (6 posts) Rs. 150-10-300	40%
(iii) Reception Officers (6 posts) Rs. 150-10-250	40%

2. *Art Executive*.—By selection from amongst the following categories of employees:

* (i) Exhibition Assistant (one post).

(ii) Art Assistant (one post).

* Provided he possesses the diploma in Arts from a recognised University.

3. *Senior Cameraman*.—By selection from amongst the following:

(i) Junior Photographer (one post).

(ii) Junior Cameraman (one post).

4. *Chief Organiser, Radio Rural Forum*.—By selection from amongst the following categories of employees:

(i) Sub-Editors

(ii) Article Writers

(iii) Assistant Public Relations Officers

} nine posts.

5. *Senior Photographer*.—By selection from amongst the following categories of posts:

(i) Junior Cameraman (one post).

(ii) Junior Photographer (one post).

6. *Radio Engineer*.—By selection from amongst the following categories of employees:

(i) Technical Adviser (one post).

(ii) Assistant Radio Engineer (five posts).

7. *Drama Supervisor*.—By selection from amongst the Drama Inspectors.

8. *Exhibition Assistant*.—By selection from amongst the following categories of employees:

(i) Senior Internal Auditor (one post).

(ii) Assistant in charge (one post).

(iii) Librarian (one post).

(iv) Art Assistant (one post).

9. *Sub-Editors*.—By direct appointment.

10. *Assistant Public Relations Officers*.—By selection from amongst the categories of employees shown against (1) below or by direct appointment according to the percentage indicated against each:

(1)	(i) Senior Internal Auditor (one post)	}	66½%
	(ii) Assistant in charge (one post)		
	(iii) Librarian (one post)		
	(iv) Sales Manager (one post)		
(2)	Direct appointment		33¼%

* The promotees from these posts will be considered for promotion to the post of District Public Relations Officers after putting in one year service as Assistant Public Relations Officer. Their scales being identical to Assistant Public Relations Officers field experience of one year is essential for their promotion as District Public Relations Officer.

11. *Article Writer*.—By direct appointment.

12. *Librarian*.—By direct appointment.

13. *Junior Cameraman*.—By direct appointment.
14. *Reception Officers*.—By selection from amongst the following categories according to the quota indicated against each:
- | | | |
|---|----|-----|
| (i) Assistants and Accountant-cum-Storekeeper (6 posts) | .. | 33% |
| (ii) Guides (5 posts) | .. | 33% |
| (iii) Drama Inspectors (4 posts) | .. | 17% |
| (iv) Stenographers (2 posts) | .. | 17% |
15. *Sales Manager*.—By selection from amongst the assistants and Accountant-cum-Storekeeper.
16. *Art Assistant*.—By direct appointment.
17. *Technical Adviser*.—By selection from amongst the Projector Operators and Projector Operator-cum-Driver.
18. *Junior Photographer*.—By direct appointment.
19. *Drama Inspector*.—By selection from amongst the categories of employees shown against (I) below or by direct appointment according to the percentage indicated against each:
- | | | | |
|------|-----------------------|----|-----|
| (I) | (i) Actors | } | 50% |
| | (ii) Harmonium Master | | |
| | (iii) Stage Master | | |
| (II) | Direct appointment | .. | 50% |
20. *Assistant Radio Engineers*.—By selection from amongst the following categories of employees according to the quota indicated against each:—
- | | |
|---|--|
| (i) Projector Operators and Projector Operator-cum-Driver | 25% provided they are qualified radio mechanics. |
| (ii) Radio Mechanics | 75% |
21. *Projector Operators*.—By selection from amongst the categories of employees as shown against (I) below or by direct appointment according to the quota indicated against each:
- | | | | |
|------|-----------------------|---|--|
| (I) | (i) Drivers | } | 75% provided they have the required competence to the post as required for operation of projector. |
| | (ii) Cinema Operators | | |
| (II) | Direct appointment | | 25% |
22. *Projector Operator-cum-Driver*.—By selection from amongst the drivers provided they have experience of projecting films and have knowledge of carrying out running repairs of the cinema equipments and generators.
23. *Radio Mechanics*.—By direct appointment.
24. *Guides*.—By direct appointment.
25. *Drivers*.—By direct appointment.
26. *Cinema Operators*.—By direct appointment.
27. *Stage Master*.—By direct appointment.
28. *Actors (Male and Female)*.—By direct appointment.
29. *Harmonium Master*.—By direct appointment.
30. *Tabalchi*. By direct appointment.
31. *Gestetner attendant*.—By selection from amongst the following categories of employees in case they possess minimum qualifications required for the post:
- | |
|-------------|
| (i) Daftry. |
| (ii) Peons: |

Provided that the Departmental Promotion Committee shall frame the merit list for promotion to the posts mentioned in these rules giving due representation to the members of all grades in the service as made eligible for promotion under it:

Provided further that 23% and 5% of the posts out of those to be filled in by direct recruitment shall be filled up from the candidates belonging

to Scheduled Castes and Scheduled Tribes, respectively subject to the minimum qualifications being satisfied by them:

Provided further that in order to avoid premature promotions being made, members in the service except for special circumstances to be recorded in writing; shall not be promoted to either of the higher grade posts unless he has completed the minimum period prescribed below in lower grade post in each case:—

Lower grade post	Higher grade post	Time limit
1. (a) (i) Exhibition Assistant (recruited direct).	District Public Relations Officer.	3 years
(ii) Exhibition Assistant (promoted).	District Public Relations Officer.	1 year
(b) (i) Assistant Public Relations Officer (recruited direct).	District Public Relations Officer.	3 years
(ii) Assistant Public Relations Officers (promoted).	District Public Relations Officer.	1 year
(c) Reception Officer	District Public Relations Officer.	3 years
2. (a) Exhibition Assistant	Art Executive	3 years
(b) Art Assistant	Art Executive	7 years
3. (a) Junior Cameraman	Senior Cameraman	3 years
(b) Junior Photographer	Senior Cameraman	3 years
4. (a) Sub-Editors	Chief Organiser	3 years
(b) Article Writer	Chief Organiser	3 years
(c) Assistant Public Relations Officers (promoted).	Chief Organiser	1 year
(d) Assistant Public Relations Officers (recruited direct).	Chief Organiser	2 years
5. (a) Junior Cameraman	Senior Photographer	3 years
(b) Junior Photographer	Senior Photographer	3 years
6. (a) Technical Adviser	Radio Engineer	3 years
(b) Assistant Radio Engineer	Radio Engineer	3 years
7. Drama Inspector	Drama Supervisor	3 years
8. (a) Senior Internal Auditor	Exhibition Assistant	2 years
(b) Assistant in charge	Exhibition Assistant	2 years
(c) Librarian	Exhibition Assistant	2 years
(d) Art Assistant	Exhibition Assistant	4 years
9. (a) Senior Internal Auditor	Assistant Public Relations Officer.	2 years
(b) Assistant in charge	Assistant Public Relations Officer.	2 years
(c) Librarian	Assistant Public Relations Officer.	2 years
(d) Sales Manager	Assistant Public Relations Officer.	2 years
10. (a) Assistants	Reception Officer	2 years
(b) Accountant-cum-Storekeeper	Reception Officer	2 years
(c) Guides	Reception Officer	3 years
(d) Drama Inspector	Reception Officer	3 years
(e) Stenographer	Reception Officer	3 years
11. (a) Assistants	Sales Manager	2 years
(b) Accountant-cum-Storekeeper	Sales Manager	2 years

	<i>Lower grade post</i>	<i>Higher grade post</i>	<i>Time limit</i>
12.	Projector Operator and Projector Operator-cum-Driver.	Technical Adviser	3 years
13.	(a) Actors	Drama Inspector	3 years
	(b) Harmonium Master	Drama Inspector	3 years
	(c) Stage Master	Drama Inspector	3 years
14.	(a) Projector Operator and Projector Operator-cum-Driver.	Assistant Radio Engineer.	3 years
	(b) Radio Mechanics	Assistant Radio Engineer.	3 years
15.	(a) Drivers	Projector Operator	3 years
	(b) Cinema Operator	Projector Operator	3 years
16.	Drivers	Projector Operator-cum-Driver.	3 years
17.	(a) Daftry	Gestetner Attendant	3 years
	(b) Peon	Gestetner Attendant	4 years

8. *Selection posts.*—All the following posts in the service are selection posts and no member of the service shall be deemed to have had his promotion withheld by reasons of his not having been selected or transferred to fill such a post except in the case of appointment having been made in direct contravention to these rules:

- (i) District public relations officers.
- (ii) Art executive.
- (iii) Senior cameraman.
- (iv) Chief organiser, radio rural forum.
- (v) Senior photographer.
- (vi) Radio engineer.
- (vii) Drama supervisor.
- (viii) Exhibition assistant.
- (ix) Sub-editors.
- (x) Assistant public relations officers.
- (xi) Reception officers.
- (xii) Sales manager.
- (xiii) Technical adviser.
- (xiv) Drama inspector.
- (xv) Assistant radio engineers.
- (xvi) Projector operators.
- (xvii) Projector operator-cum-driver.
- (xviii) Gestetner attendant.

PART III—CONDITIONS OF SERVICE

9. *Probations of members of service.*—Members of the service who are appointed against permanent vacancies shall on appointment to any post in the service, remain on probation for a period of two years.

EXPLANATION

(i) Approved officiating service shall be taken as a period spent on probation but no member, who is officiating in any appointment, shall on the completion of the probationary period prescribed, be confirmed until he is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his period of probation is in the opinion of the appointing authority specified in rule 4, not satisfactory, the appointing authority may dispense with his services or may revert him to his former post if he has been appointed to the post, otherwise than by direct appointment.

(iii) On the completion of the period of probation of any members the appointing authority specified in rule 4 may on recommendation of the Departmental Promotion Committee confirm such member in his appointment or if his work or conduct has in the opinion of the appointing authority not been satisfactory, may dispense with his services, or may revert him to his former post, if he has been appointed otherwise than by direct appointment, or may extend the period of probation, and on expiry of the extended period of probation and thereafter may pass such orders on the expiry of the probation as it could have passed, on the expiry of the first period of probation.

(iv) Provided further that the period of probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period.

(v) Substantive appointments in the service which have been made provisionally in vacancies caused by the absence of Government servants whose lien has been suspended under F.R. 14, will, as vacancies occur among substantive members of the service or as suspended liens are finally withdrawn cease to be provisional by strict seniority. On the return of an official whose lien has been suspended, the junior member of the service or grade whose substantive appointment is provisional, will revert.

10. *Seniority of members of the service.*—(1) Subject to the provision of sub-para (2) below persons appointed in a substantive or officiating capacity to a grade in the service prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall *en bloc* be senior to all others in that grade.

Explanation—(a) For the purpose of these rules persons who are confirmed retrospectively with effect from a date earlier than the issue of these rules; and

(b) Persons appointed on probation to permanent post in the service substantively vacant in a grade prior to the issue of these rules, shall be considered to be permanent officers of the grade.

(2) Subject to the provision of sub-para (3) below permanent officials of each grade shall be ranked senior to persons who are officiating in that grade.

(3) *Direct recruits.*—Notwithstanding the provision of sub-para (2) above, the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the Departmental Promotion Committee, persons appointed as a result of an earlier selection being senior to these appointed as a result of subsequent selection:

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment seniority shall follow the order of confirmation and not the original order of merit.

(4) *Promotees.*—(i) The relative seniority of persons promoted to the various grades in the service shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

✓(ii) Where promotions to a higher grade in the service are made from more than one grade the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter the Departmental Promotion Committee shall select persons for promotion from

each list upto the prescribed quota and arrange all the candidates selected from the different lists in a consolidated order of merit which will determine the seniority of persons of promotion to the higher grade.

(5) *Relative seniority of direct recruits and promotees.*—The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in these rules.

(6) *Transferees.*—The relative seniority of persons appointed by transfer to the Department from the Central Government or the State Government or other departments of the Government shall be determined in accordance with the order of their selection for such transfer.

EXPLANATORY MEMORANDUM

Sub-rule 4 (i) of rule 10.—Where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

Sub-rule (5) of rule 10.—A roster shall be maintained based on the reservation for direct recruitment and promotion in these rules. Appointment should be made in accordance with this roster and seniority determined accordingly.

11. *Scales of pay etc. of members of the service.*—The grades of pay of each class of service are as mentioned in Appendix 'A' to these rules.

12. *Posts involving assumption of duties or responsibilities of greater importance.*—For the purpose of Fundamental Rule 30, the appointment to the following posts of a member of the lower grade involve assumption of duties and responsibilities of greater importance:

1. District Public Relations Officer.
2. Art Executive.
3. Senior Cameraman.
4. Chief Organiser, Radio Rural Forum.
5. Senior Photographer.
6. Radio Engineer.
7. Drama Supervisor.
8. Exhibition Assistant.
9. Sub-Editors.
10. Assistant Public Relations Officer.
11. Reception Officer.
12. Sales Manager.
13. Technical Adviser.
14. Drama Inspector.
15. Assistant Radio Engineer.
16. Projector Operator.

13. *Liability to transfer.*—Any member may be transferred by the competent authority to any other section or station within or outside Himachal Pradesh, provided that except as a part of sentence of reduction he shall not be transferred to a post carrying less pay.

14. *Other conditions.*—In respect of conditions of service other than

those covered by these rules members of the service shall be governed by the conditions of service of the Union Territories Employees Rules, 1959, made by the Government of India, Ministry of Home Affairs, vide notification No. 27/29-Him.(ii), dated the 13th July, 1959.

15. *Powers to relax rules.*—Where the Government is satisfied that the operation of any of these rules cause undue hardship in any particular case it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX 'A'

Sl. No.	Designation of post	Scale of pay	Number of posts
1.	District Public Relations Officers	Rs. 250-15-340/20-500	6
2.	Art Executive	Rs. 250-15-340/20-500	1
3.	Senior Cameraman	Rs. 250-15-340/20-500	1
4.	Chief Organiser, Radio Rural Forum.	Rs. 250-15-340/20-400	1
5.	Drama Supervisor	Rs. 250-15-340/20-400	1
6.	Senior Photographer	Rs. 200-15-410	1
7.	Radio Engineer	Rs. 210-10-250/15-340/20-400.	1
8.	Exhibition Assistant	Rs. 250-10-350	1
9.	Sub-Editors	Rs. 160-10-330	2
10.	Assistant Public Relations Officers.	Rs. 150-10-200/10-300	6
11.	Article Writer	Rs. 150-10-200/10-300	1
12.	Librarian	Rs. 150-10-200/10-300	1
13.	Junior Cameraman	Rs. 150-10-200/10-300	1
14.	Reception Officers	Rs. 150-10-250	6
15.	Sales Manager	Rs. 150-10-250	1
16.	Art Assistant	Rs. 116-8-180/10-250	1
17.	Technical Adviser	Rs. 116-8-180/10-250	1
18.	Junior Photographer	Rs. 116-8-180/10-200	1
19.	Drama Inspectors	Rs. 100-7-170/8-250	4
20.	Assistant Radio Engineers	Rs. 100-5-125/6-155/8-185	5
21.	Projector Operators	Rs. 80-5-100/5-150	13
22.	Projector Operator-cum-Driver	Rs. 80-5-100/5-150 <i>plus</i> Rs. 20 as special pay.	1
23.	Radio Mechanics	Rs. 75-5-150	35
24.	Guides	Rs. 60-4-80/5-120/5-175	5
25.	Drivers	Rs. 60-3-90	9
26.	Cinema Operators	Rs. 50-3-80/4-100	4
27.	Cinema Operators	Rs. 50-3-80	2
28.	Stage Master	Rs. 50-3-80/4-100	1
29.	Actors	Rs. 50-3-80/4-100	6
30.	Harmonium Masters	Rs. 50-3-80/4-100	1
31.	Tabalchi	Rs. 50-1-65	1
32.	Gestetner Attendant	Rs. 45-2-75	1

Simla-4, the 19th March, 1966

No. 22-229/59-Pub.—In exercise of powers delegated by the President under proviso to Article 309 of the Constitution, vide Government of India, Ministry of Home Affairs, notification No. F. 27/59-Him (i), dated July 13, 1959, the Administrator (Lieutenant Governor), Himachal Pradesh, is pleased to make the following rules in respect of Himachal Pradesh Public Relations and Tourism Department, Class III ministerial (non-gazetted) service in regard to the following matters, namely:

- (i) the method of recruitment to the posts in the service;
- (ii) the qualifications necessary for appointment to posts in the service; and
- (iii) the conditions of service of persons appointed to such posts in the service for purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART I—GENERAL

1. Short title and commencement.—(a) These rules may be called the Himachal Pradesh Public Relations and Tourism Department Class III Ministerial (Non-gazetted) Service (Recruitment, Promotion and Certain Conditions of Service) Rules, 1966.

(b) These rules shall come into force from the date of publication of the notification in the Official Gazette.

2. Definitions.—In these rules, unless there is anything repugnant in the subject or context:

- (a) “recognised University” means any University incorporated by law in India;
- (b) “the service” means the Himachal Pradesh, Department of Public Relations and Tourism, Class III ministerial (non-gazetted) service;
- (c) “Head of Department” means the Director of Public Relations and Tourism, Himachal Pradesh;
- (d) “direct appointment” means an appointment made otherwise than by promotion from amongst the members of the service or by transfer of an official already in the service of the Government or of the Union;
- (e) “Government” means the Himachal Pradesh Government;
- (f) “Lieutenant Governor” means the Lieutenant Governor, Himachal Pradesh;
- (g) “member” means a member of the service;
- (h) “Scheduled Castes” means the castes, races or tribes or parts of or groups within castes, races or tribes specified in the Schedule to the Constitution (Scheduled Castes) (Union Territories) Order, 1951, as amended by part V of Schedule II read with sub-section (2) of section 3 of the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1956 (63 of 1956);
- (i) “Scheduled Tribes” means the tribes or tribal communities or parts of or groups within tribes or tribal communities specified in Schedule to the Constitution (Scheduled Tribes) (Union Territories) Order, 1951, as amended by Part IV of Schedule IV read with sub-section (2) of section 4 of the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1956 (63 of 1956);

- (j) "Departmental Promotion Committee" means a committee constituted by the Government to recommend existing officials of the service for promotion to a higher grade or class of posts or to recommend candidates for appointment to the service by transfer or direct appointment.

PART II—RECRUITMENT TO SERVICE

3. *Cadre of service.*—The service shall comprise of the categories of posts of each grade as shown in the Appendix "A" to these rules and their rate of pay shall be as indicated therein. The Government however, reserves the rights to modify this appendix in any way it deems fit.

4. *Authority empowered to make appointments.*—All appointments to posts in the service shall be made by the Head of Department or any authority declared as such by the Lieutenant Governor, on the recommendation of the Departmental Promotion Committee.

5. *Nationality, eligibility and age etc.*—A candidate for appointment to any post in the service must be:—

- (a) a citizen of India; and
- (b) (i) who or whose father has been continuously residing in Himachal Pradesh for a period of not less than three years immediately preceding the last date fixed for making applications for appointment to a post; or
- (ii) whose father if dead, continuously resided in Himachal Pradesh for a period of not less than three years immediately proceeding his death and who has, after the death of his father, continued to reside in Himachal Pradesh upto the last date fixed for making applications for appointment to a post:

Provided that any period of temporary absence from Himachal Pradesh for the purpose of prosecuting his studies or for undergoing medical treatment or any period of such temporary absence not exceeding three months for any other reasons, shall not be deemed to constitute a break in the continuously of such residence, but for the purpose of calculating the said period of three years any such period of temporary absence shall be excluded; and

- (iii) who produces before the appointing authority concerned, if so required by it, a certificate of eligibility granted under rule 4 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959:

Provided further that in case the Lieutenant Governor, in any exceptional case and for reasons to be recorded in writing, relaxes the provisions of sub-rule (i) of this rule, in exercise of his discretion under rule 5 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959, a candidate for appointment to any post in the service must be:—

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he belongs to category (c) or (d), he must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he belongs to category (d), the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority; and

(2) Unless he is already in government service, he must produce:—

- (i) a certificate of good moral character from the principal, academic officer of his university, college, school or the head of his educational or technical institution last attended;
- (ii) certificate of good moral character from two responsible persons not being his relatives, who are well acquainted with him in private life and un-connected with his university, college, school or other educational or technical institution;
- (iii) a medical certificate as required by rule 10 of fundamental rules and rules 3 and 4 of supplementary rules;
- (iv) a declaration to the effect that he has not more than one living wife:—
 - (a) no person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse shall be eligible for appointment to the service;
- (v) in the case of a female Government servant a declaration to the effect that she had not married a person having already living wife:
 - (a) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that there are special ground for doing so exempt any person from the operation of rules in clauses (iv) and (v) above. Unless he is already in Government service must not be less than 18 years and more than 20 years of age on the date of his appointment.

Provided that minimum and maximum age limits as prescribed may be relaxed in pursuance of the instructions laid down in Government of India, Ministry of Home Affairs office memorandum No. 4/7/56-RPS., dated the November 30, 1956 and of administrative instructions given in Appendix 3 of the Posts and Telegraph Compilation of the Fundamental and Supplementary Rules, Volume II.

Provided further that the maximum age limit may be relaxed in the case of scheduled castes/tribes candidates, displaced person and other special categories in accordance with the orders issued by the Government of India from time to time.

6. *Educational and technical qualifications of candidates.*—No person shall be directly appointed to the service unless, in the case of appointment to the post of:—

Stenographers.—He is Matric and possesses shorthand speed of 100 words per minute and typing speed of 40 words per minute in English.

Clerks.—He is Matric and possesses a typing speed of; (a) 30 words per minute in English; or (b) 25 words per minute in Hindi.

Steno-typist.—He is Matric and possesses a speed of 80 words per minute in English shorthand and a speed of 35 words per minute in English typing:

Provided that the qualifications, experience etc. prescribed for any post in the service may be relaxed in special circumstances by the Lieutenant Governor.

7. *Method of recruitment.*—Posts in the service shall be filled either by promotion or by transfer or deputation of a person already in Government service or direct appointment in the following manner:—

1. *Head Assistant.*—By selection from amongst the following categories of employees according to the quota indicated against each:—
 - (i) Assistant in charge (1) post.
 - (ii) Senior internal auditor (1) post.
 - (iii) Sales manager (1) post.
2. *Assistant in charge.*—By selection from amongst the following categories of members according to the percentage shown, against each:—
 - (i) Assistants and accountant-cum-storekeeper .. 80%
 - (ii) Stenographers .. 20%
3. *Senior internal auditor.*—By selection from amongst the following categories of members:—

Assistants and accountant-cum-storekeeper.
4. *Assistants.*—By promotion from amongst the following categories of members or by direct recruitment according to the percentage shown against each (by seniority subject to the rejection of the unfit):—
 - (i) Clerks and steno-typists .. 75%
 - (ii) Direct appointment .. 25%
5. *Accountant-cum-Storekeeper.*—By promotion from amongst the clerks on the basis of seniority subject to the rejection of unfit.
6. *Stenographers.*—By selection from amongst the steno-typists and by direct recruitment as indicated below:
 - (i) Steno-typist .. 50%
 - (ii) Direct appointment .. 50%
7. *Clerks.*—By transfer of a person already in the service of the Union or of a State Government or other Departments of the Himachal Pradesh Government or by direct appointment.
8. *Steno-typist.*—By transfer of a person already in the service of the Union or by direct appointment:

Provided that the Departmental Promotion Committee shall frame the merit list for promotion to the posts mentioned in these rules giving due representation to the members of all grades in the service as made eligible for promotion under it:

Provided further that 23% and 5% of the posts out of these to be filled in by direct recruitment shall be filled up from the candidates belonging to scheduled castes and scheduled tribes, respectively, subject to the minimum qualifications being satisfied by them:

Provided further that in order to avoid premature promotions being made a member in the service except for special circumstances to be recorded in writing shall not be promoted to a higher grade post unless he has completed the minimum period prescribed below in the lower grade post

in each case:—

	<i>Lower grade post</i>	<i>Higher grade post</i>	<i>Time limit</i>
1.	(a) Assistant in charge	Head assistant	2 years
	(b) Senior internal auditor	Head assistant	2 years
	(c) Sales manager	Head assistant	2 years
2.	(a) Assistants	Assistant in charge	2 years
	(b) Accountant-cum-store-keeper.	Assistant in charge	2 years
	(c) Stenographers	Assistant in charge	2 years
3.	(a) Assistants	Senior internal auditor	2 years
	(b) Accountant-cum-store-keeper	Senior internal auditor	2 years
4.	(a) Clerks	Assistants	3 years
	(b) Steno-typist	Assistants	3 years
5.	Clerks	Accountant-cum-store-keeper.	3 years
6.	Steno-typist	Stenographers	3 years

8. *Selection posts.*—All the following posts in the service are selection posts and no member of the service shall be deemed to have had his promotion with-held by reasons of his not having been selected or transferred to fill such post except in the case of appointment having been made in direct contravention to these rules:—

1. Head assistant.
2. Assistant in charge.
3. Senior internal auditor.
4. Stenographer.

PART III—CONDITIONS OF SERVICE

9. *Probations of Members of the service.*—(i) Members of the service who are appointed against permanent vacancies shall, on appointment to any post in the service, remain on probation for a period of two years.

EXPLANATION

Approved officiating service shall be taken as a period spent on probation but no member, who is officiating in any appointment, shall on the completion of the probationary period, prescribed, be confirmed until he is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his period of probation is in the opinion of the appointing authority specified in rule 4, not satisfactory, the appointing authority may dispense with his services or may revert him to his former post, if he has been appointed to the post, otherwise, than by direct recruitment.

(iii) On the completion of the period of probation of any member, the appointing authority specified in rule 4, may on the recommendation of the Departmental Promotion Committee confirm such member in his appointment or if his work or conduct has in the opinion of the appointing authority not been satisfactory, may dispense with his services or may revert him to his former post, if he has been appointed otherwise than by direct appointment, or may extend the period of probation and on expiry of the extended period of probation and thereafter may pass such orders on the expiry of probation as it could have passed on the expiry on the first period of probation. Provided that the period of probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period.

(iv) Substantive appointments in the service which have been made provisionally in vacancies caused by the absence of Government servants whose lien has been suspended under F.R. 14 will, as vacancies occur among substantive members of the service or as suspended liens are finally withdrawn cease to be provisional by strict seniority. On the return of an official whose lien has been suspended, the junior member of the service or grade whose substantive appointment is provisional, will revert.

10. Seniority of the members of the service.—(1) Subject to the provision of sub-para (2) below persons appointed in a substantive or officiating capacity to a grade in the service prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall enbloc be senior to all others in that grade.

Explanation.—(a) for the purpose of these rules persons who are confirmed retrospectively with effect from a date earlier than the issue of these rules; and

(b) Persons appointed on probation to permanent posts in the service substantively vacant in a grade prior to the issue of these rules, shall be considered to be permanent officers of the grade.

(2) Subject to the provision of sub-para (3) below permanent officials of each grade shall be ranked senior to persons who are officiating in that grade.

(3) *Direct Recruits.*—Notwithstanding the provision of sub-para (2) above the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the Departmental Promotion Committee, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection:

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

(4) *Promotees.*—(i) The relative seniority of the persons promoted to the various grades in the service shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to higher grade in the service are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota and arrange all the candidates selected from the different lists in a consolidated order of merit which will determine the seniority of persons on promotion to the higher grade.

(5) *Relative seniority of direct recruits and promotees.*—The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in these rules.

(6) *Transferees.*—The relative seniority of persons appointed by transfer to the Department from the Central Government or a State Government or other Departments of the Government, shall be determined in accordance with the order of their selection for such transfer.

EXPLANATORY MEMORANDUM

Sub-rule (4) (i) of Rule No. 10.—Where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

Sub-Rule 5 of Rule No. 10.—A roster shall be maintained based on the reservation for direct recruitment and promotion in these rules. Appointment should be made in accordance with this roster and seniority determined accordingly.

Illustration.—Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment, each direct recruit shall be ranked in seniority below three promotees, where the quotas are 50% each, every direct recruit shall be ranked below a promotee. If for any reason, a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of insuring the preparation referred to above.

11. Posts involving assumption of duties of responsibilities of greater importance.—For the purpose of Fundamental Rule 30, the appointment to the following posts of a member of the lower grade involve assumption of duties and responsibilities of greater importance.

1. Head assistant.
2. Assistant in charge.
3. Senior internal auditor.
4. Assistants.
5. Accountant-cum-storekeeper.
6. Stenographers.

12. Liability to transfer.—Any member may be transferred by the competent authority to any other section or station within or outside Himachal Pradesh: provided that except as a part of sentence of reduction he shall not be transferred to a post carrying less pay.

13. Other conditions.—In respect of conditions of service other than those covered by these rules members of the service shall be governed by the conditions of service of the Union Territories Employees Rules, 1959 made by the Government of India, Ministry of Home Affairs vide notification No. 27/29-Him (ii), dated July 13, 1959.

14. Powers to relax Rules.—Where the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case. It may by order dispense with or relax the requirements of that rule to such extent, and subject to such condition, as it may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX 'A'

<i>Sl. No.</i>	<i>Designation of post</i>	<i>Scale of pay</i>	<i>Number of posts</i>
1.	Head assistant	Rs. 250-10-350	1
2.	Assistant in charge	Rs. 150-10-200/10-300	1
3.	Senior internal auditor	Rs. 150-10-200/10-300	1
4.	Assistants	Rs. 116-8-180/10-250	5
5.	Accountant-cum-storekeeper	Rs. 116-8-180/10-250	1
6.	Stenographer	Rs. 116-8-180/10-250	1
7.	Stenographer	Rs. 100-5-150/5-175	1
8.	Clerks	Rs. 60-4-80/5-120/5-175	29
9.	Steno-typist	Rs. 60-4-80/5-120/5-175	1
	<i>plus Rs. 15 as special pay.</i>		

M. C. SHARMA,
Secretary (Publicity).

